



**FINANCIAL & STRATEGIC SERVICE**

5350 Belt Line Road

(972) 450-7051

[www.addisontx.gov](http://www.addisontx.gov)

Facsimile (972) 450-7096

P.O. Box 9010

Addison, Texas 75001

Dear Commercial Hauler:

On October 25, 2005 a new City Ordinance regulating Commercial Solid Waste Haulers operating within the Town took effect. There are two basic purposes for this ordinance:

- Establish minimum standards for commercial solid waste collection and transport activities in the Town.
- Compensate the Town for administering the ordinance and monitoring solid waste haulers.

The Financial and Strategic Services department administers this ordinance through the solid waste collection permit process.

The accompanying files contain instructions and forms to apply for your commercial solid waste collection permit in order to abide by the ordinance. It is important that you complete and submit the permit application form along with other required information as soon as possible so that we can issue your permit and ensure uninterrupted collection services. Forms and information are available at the Financial and Strategic Services office located at 5350 Belt Line Road, Addison, Texas 75254 and on the Town's website at [www.addisontx.gov](http://www.addisontx.gov).

Quarterly reports and fees are due on or before the 30<sup>th</sup> day of January, April, July, and October.

Thank you in advance for providing a valuable and vital service to the community and we appreciate your support and attention to this matter. Please contact my office at (972) 450-7051 if you have any questions or need further information with regards to this matter.

Thank you,

Randolph C. Moravec  
Director  
Financial and Strategic Services

## SOLID WASTE COLLECITON PERMIT INFORMATION

### Authority

Pursuant to the Town's Code of Ordinances Solid Waste, Chapter 66, Division 3, it states, "No person, firm, corporation, or other entity, excluding the Town, may use the public streets, alleys, or thoroughfares within the corporate limits of the Town for the purpose of engaging in the business of collecting or transporting commercial solid waste without first having obtained a solid waste collection permit from the Town."

### Application Instructions

#### Section 1. APPLICANT INFORMATION

Please type or print neatly in the appropriate boxes applicant information. Note that the applicant must be the person who will own, control, or operate the proposed collection service. If renewing a permit, please include the permit number. Permit application must include evidence of the authority of the person signing the application to represent the business.

#### Section 2. BUSINESS INFORMATION

Please enter the form of business of the applicant (corporation of association, etc.) and the address of the business if different from the applicant. Also include the type of waste collected and disposal location information.

#### Section 3. VEHICLE INFORMATION

Please enter the number of vehicles the applicant will operate and the type and carrying capacity of each vehicle. Please use additional sheets if necessary.

#### Section 4. INSURANCE INFORMATION

Please enter applicant insurance information. Note that a certificate of insurance showing current commercial general liability coverage must be provided with the application.

#### Section 3. SIGNATURE

The applicant must sign and date the application to be considered for a permit.

### Fees

A \$50.00 non-refundable processing fee must be included with the permit application. The quarterly fee for the collection permit is an amount equal to five percent (5%) of the gross receipts on all revenues and income collected from any source derived from the collection commercial solid waste within the corporate limits of the Town. The permit holder shall remit the quarterly fee with the quarterly report form and an income statement to the Town's Financial and Strategic Services Department, on or before the 30<sup>th</sup> day of January, April, July, and October, based upon the revenues collected during the previous calendar quarter.

### Late Payments

Fee payments received after the due date shall be subject to interest at the rate of ten percent (10%) per annum until the fees are paid in full. In addition, delinquent fees shall be subject to a late payment penalty of five percent (5%) for each month or portion thereof that the fees are outstanding. In no event, however, shall the penalties exceed twenty-five percent (25%) of the total delinquent fees nor shall interest charged exceed the maximum rate allowed by law.

## Information Requirements

An income statement certified by the permit holder acknowledging compliance with the quarterly fee requirements shall accompany each quarterly payment. The books and records of the permit holder shall be open at reasonable times for inspection by the Town in accordance with the ordinance. Income statements are confidential to the extent permitted by and subject to the terms and provisions of the Texas Public Information Act, Chapter 552, Tex. Gov. Code, as amended or superseded.

## Regulation of Operations

It is unlawful for a commercial hauler to place or maintain a commercial container on any city or state street, alley, road, or highway, and on any right-of-way within the city except as authorized by the Town of Addison.

A commercial hauler must ensure that all commercial containers serviced by it are placed and maintained on the customer's property. It is unlawful to crossover a curb of a city street.

A commercial hauler must ensure that each commercial container provided or serviced by it is equipped in a manner that prevents blowing or scattering of commercial solid waste materials, is in good repair and appearance and in sanitary condition, is clearly marked with the hauler's name and telephone number, and is emptied not less than one time per week.

A commercial hauler must ensure that the size of the commercial container provided to a commercial user and the frequency of servicing for the container are adequate for the volume of commercial solid waste being deposited by the user. If commercial solid waste is overflowing from or placed outside a commercial container, the hauler must notify the customer of the need to arrange for a larger container or more frequent servicing.

A commercial hauler must ensure its employees take all reasonable measures to prevent spilling or leaving of solid waste when making pickups. If a hauler's vehicle spills any commercial solid waste in the course of collection or transport, the hauler's employee must clean the spill by whatever means necessary before the vehicle leaves the premises. The hauler must clean up liquid and hydraulic spills with an absorbent that is carried on all vehicles.

A commercial hauler must ensure that any damage caused to city property, facilities or equipment in connection with the hauler's provision of commercial hauling services is reported immediately to the Town and is promptly repaired.

A commercial hauler must ensure that all commercial solid waste collected or transported within the city by the hauler is disposed of at a facility that is authorized by the State of Texas to accept the type of solid waste the hauler has collected or transported.

A commercial hauler must ensure that all commercial collection done within 300 feet of a residence is not conducted between the hours of 7:00 pm and 7:00 am on weekdays and between the hours of 7:00 pm and 8:00 am on weekends.

## Penalty

Violation of any provision of the solid waste collection permit ordinance is a misdemeanor, and upon conviction in Municipal Court shall be subject to a fine not to exceed five hundred dollars (\$500.00) for each offense.

## Permit Renewal

The collection permit expires October 1 of each year, and may be renewed by submitting an application form to the Financial and Strategic Services Department.

# SOLID WASTE COLLECTION PERMIT- APPLICATION FOR PERMIT

Town of Addison  
Financial and Strategic Services

Telephone: (972) 450-7051  
Fax: (972) 450-7096  
Website: [www.addisontx.gov](http://www.addisontx.gov)

## SECTION 1. APPLICANT INFORMATION

Applicant's Name			Name of Business		
Address			City	State	Zip Code
Telephone Number	Ext	Fax Number	E-Mail Address		
Application Type <input type="checkbox"/> New <input type="checkbox"/> Renewal- Permit Number <input type="text"/>					

\*Note: The applicant must be the person who will own, control, or operate the collection service. Evidence of the authority of the person signing the application to represent the business must be provided with the application.

## SECTION 2. BUSINESS INFORMATION

Form of Business					
Physical Address (if different than above)			City	State	Zip Code
Type of Waste Collected					
Disposal Location			Name of Disposal Location Operator		
Address			City	State	Zip Code
Telephone Number	Ext	Fax Number	E-Mail Address		

**SECTION 3. VEHICLE INFORMATION** (attach additional pages if needed)[illegible]

**SECTION 4. INSURANCE INFORMATION**

Name of Insurance Company		
Coverage Amount	Policy Number	Effective Date

\*Note: A certificate of insurance showing current commercial general liability coverage must be provided with the application.

**SECTION 5. SIGNATURE**

I certify that the information in this application is true, correct, and complete to the best of my knowledge and that if this permit is approved, I will comply with the Town of Addison's Solid Waste Collection Permit laws and rules and I will submit the required \$50.00 annual permit renewal fee by October 1 of each year. I also understand that the Town of Addison can review at least three years of records at any time to ensure that all waste is taken to an authorized municipal solid waste facility per Texas Administrative Rules Section 330.32.	
Print Name	Date
Sign Name	

**Send your completed application and \$50.00 processing fee to:  
Town of Addison Financial and Strategic Services Department  
P.O. Box 9010, Addison, TX 75001-9010**

**Thank you for your cooperation and should you have any questions please call:  
Town of Addison Financial and Strategic Services Department, (972) 450-7051**